

MINUTES
Mundelein Park & Recreation District
Committee of the Whole
February 27, 2023

The Committee of the Whole meeting of the Board of Park Commissioners of the Mundelein Park & Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:00 p.m.

Present were Commissioners DOLAN, KNUDSON, ORTEGA and President FRASIER. Commissioner McGRATH was absent with prior notice.

Staff present included Executive Director SALSKI, Golf Operations Manager BROLLEY, Superintendent LaPORTE, Superintendent of Park and Facility Maintenance FOSTER and Superintendent of Business Services & Technology McINERNEY.

Executive Director SALSKI provided background of skate park mural project, introduced Chris Woodard, explained his discussions with various groups and recommended the District continue moving forward with the process. Commissioner DOLAN stated his concerns of vandalism and if the project moved forward, security cameras would be necessary. Commissioner ORTEGA asked if there were any issues at the Park Street Mural. Ms. Woodard was not aware of any issues. Ms. Woodard explained the process and if the Board agreed to the idea, the Art Commission would seek proposals from local artists. She mentioned it was important to keep costs at a reasonable amount compared to other projects. She stated there was a specific graffiti washable finish that would get applied to the finished mural. President FRASIER asked who would be responsible if the mural was vandalized. Ms. Woodard stated the Art Commission would be responsible. Executive Director SALSKI mentioned it would be important to have an agreement outlining responsibilities. Ms. Woodard stated the next steps, if Board agreed, would be to send out an application to local artists and once finalized, a concept would come back to the Board of Commissioners for final approval. Board Members had a consensus to keep moving forward with the process.

Executive Director SALSKI presented the Annual Data Report and believed it was important to complete a full review as strategies are being developed. He mentioned the Village population was different than the District resident population due to boundaries. Commissioner DOLAN stated he would like to see more than the Village information and add another bar for District population. Commissioner DOLAN asked if the household data was Village or District. Executive Director SALSKI stated he would confirm by next meeting. Commissioner KNUDSON mentioned he was surprised by the Operating Revenue growth, page 6, of almost \$1-2 million over the last ten years. Commissioner DOLAN was concerned about the revenue growth flattening at some point in time while expenses would be increasing. He acknowledged staff was addressing through various workshops. Executive Director SALSKI stated he planned to review the 2021 Operating Expense on page 6 and report back to the Board. Executive Director SALSKI mentioned program participation for ages 1-17 has grown significantly over the past five years. Commissioner KNUDSON asked if the Board was required to approve. Executive Director SALSKI stated it was necessary to complete a review only.

There was no discussion under Regular Board Meeting Agenda Items.

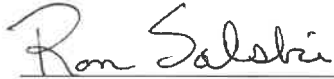
Visitor: Chris Woodard

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There being no further business, Commissioner ORTEGA moved to adjourn at 7:29 p.m. second by Commissioner KNUDSON. A voice vote was taken with all voting yes.



Secretary

MINUTES
Mundelein Park & Recreation District
Regular Board Meeting
February 27, 2023

The Regular Board meeting of the Board of Park Commissioners of the Mundelein Park & Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:30 p.m. by President FRASIER and he asked the assemblage to rise and recite the Pledge of Allegiance.

He then directed the secretary to call the roll. Present were Commissioners DOLAN, KNUDSON, ORTEGA and President FRASIER. Commissioner McGRATH was absent with prior notice.

Staff present included Executive Director SALSKI, Golf Operations Manager BROLLEY, Superintendent LaPORTE, Superintendent of Park & Facility Maintenance FOSTER and Superintendent of Business Services & Technology McINERNEY.

President FRASIER requested a motion to approve the minutes of February 13, 2023. Commissioner ORTEGA moved to approve the minutes of the Committee Meeting and Regular Meetings from February 27, 2023, second by Commissioner KNUDSON. President FRASIER repeated the motion, asked if there were any additional corrections or additions. None were raised. A voice vote was taken with all voting yes.

President FRASIER read the Warrants needed to be approved. Commissioner DOLAN moved to approve Warrants 021723, 021923, and 022723 in the amount of \$333,330.29, second by Commissioner ORTEGA. President FRASIER repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners DOLAN, ORTEGA, KNUDSON, and FRASIER voting yes.

President FRASIER requested a motion for the December, 2022 and January, 2023 financial report. Commissioner DOLAN moved to place the December, 2022 and January, 2023 Financial Report on file, second by Commissioner KNUDSON. President FRASIER repeated the motion and asked if there were any questions. None were raised. A roll call vote was taken with Commissioners DOLAN, KNUDSON, ORTEGA and President FRASIER voting yes.

President FRASIER requested a motion to file the February Police Report. Commissioner ORTEGA moved to place the February Police Report on file, second by Commissioner KNUDSON. President FRASIER repeated the motion and asked if there were any questions. Commissioner DOLAN asked if more training was necessary and stated his concerns about the District spending unnecessary fees for non-emergency calls. A roll call vote was taken with Commissioners ORTEGA, KNUDSON, DOLAN and President FRASIER voting yes.

President FRASIER stated there was no correspondence or old business.

President FRASIER requested a motion for approval of Section 6.13 Purchase Requisition System Policy – Administration Policy. Commissioner KNUDSON moved to approve revisions of Section 6.13 Purchase Requisition System Policy – Administration Policy, second by Commissioner DOLAN. President FRASIER repeated the motion, asked if there were any questions. Commissioner ORTEGA asked who was responsible when a law would be approved and changing policy. He mentioned that the District can't rely on Distinguished Accreditation standards to change policy. Executive Director SALSKI that he was responsible and did not change the policy in a timely manner. A roll call vote was taken to table the approval and discussion with Commissioners KNUDSON, ORTEGA, DOLAN and FRASIER voting yes.

President FRASIER requested a motion for approval of Landscape Maintenance 2023 Bid. Commissioner DOLAN moved to Base Bid & Alternate A from the Buhrman Design Group and authorize the Executive Director, on behalf of the Park District, to enter into a one-year agreement with an option to renew for an amount, \$48,668.00, second by Commissioner KNUDSON. President FRASIER repeated the motion, asked if there were any questions. None were asked. A roll call vote was taken to table the approval and discussion with Commissioners DOLAN, KNUDSON, ORTEGA and FRASIER voting yes.

There was no Board Business.

President FRASIER requested completion of staff reports.

Executive Director SALSKI stated OSLAD was expected to make an announcement on Wednesday at 11 a.m. He explained staff has been unable to embark on naming rights for a sign. Commissioners DOLAN and ORTEGA preferred to seek proposals before naming the park. He mentioned that there are not necessarily any projects to meet OSLAD for the coming year.

Manager BROLLEY stated merchandise sales were excellent. He said clubs are the number one sales item. He explained his concerns for the new carts. He checked out GPS and it worked. He stated it may be intermittent due to the 3G network still in place. He mentioned the club was still looking for a cook. President FRASIER asked about injecting the Ash Trees and whether it was a forever process. Manager BROLLEY explained staff was still checking to see if the process needed to continue. Commissioner KNUDSON asked if simulators were helping sell clubs. Manager BROLLEY said the simulators was a big contributing factor and loyalty program was a benefit due to getting points. He stated it was rare to hear people buying clubs somewhere else.

Superintendent FOSTER stated the ice rink chiller was planning to be turned off after Sunday. He mentioned there were complaints about high water in the Diamond Lake area. He explained staff checked out the spillway at the beach and creek through Shady Lane. He said the water was flowing the way it was supposed to. Commissioner KNUDSON mentioned a lot of people have been giving good compliments about the ice rink. Superintendent FOSTER mentioned he would stop over and 10-15 kids would be playing on the rink. Commissioner ORTEGA asked the locations of the bathroom partitions. Superintendent LaPORTE mentioned the hallway bathrooms and locker rooms. Superintendent FOSTER said the craftsmanship was good and District saved money by using in-house staff to complete the project. He said it saved about \$10,000. Superintendent LaPORTE stated the maintenance staff was near completion of laying carpeting and tile in Big & Little. Superintendent FOSTER mentioned it saved \$10,000 to \$20,000.

Superintendent LaPORTE said the Big & Little rooms are modular and seem bigger. He shared overall registrations are up and new program at Dunbar has been successful. He mentioned two upcoming events, Cottontail Trail and Kids Night Out. He said Summer Camp is full with 277 unique individuals. He provided stats of Barefoot Bay passes and received 10 lifeguard applications over the weekend. He said most Jr. Lifeguards are coming back and added more. He mentioned the number of fitness memberships have grown and after two years, it has grown significantly more.

Superintendent McINERNEY mentioned the Audit took place and will be back and forth over the next few months. She said there were no questions so far and auditors were very impressed. She said the Budget and Appropriation Ordinance will be placed on the agenda for the next meeting and no changes. She said staff was hoping for answers to grants which was why it was being approved later. She explained Human Resources was busy hiring for the season and kicking off performance evaluation process. She stated the IT Cyber Security was close to being done to assist with qualifying for insurance. She mentioned some panic buttons were installed. Superintendent LaPORTE thanked Debbie for various projects. President FRASIER stated it was good to hear about a clean audit. Commissioner ORTEGA asked about the Personnel Policy Manual and process. He asked if it would go back and forth costing Attorney fees. Executive Director SALSKI mentioned the manual was a complete redo so most language would be necessary to include. He said procedures were planning to be removed. Superintendent McINERNEY explained there was a flat rate with the Attorney.

Visitors: None

There being no further business, Commissioner DOLAN moved to adjourn at 8:00 p.m. seconded by Commissioner ORTEGA. A voice vote was taken with all voting yes.



Secretary